



## NCLR Affiliation Process—General Membership (2008)

### ELIGIBILITY CRITERIA

To apply for NCLR affiliation, an organization **MUST** meet the following criteria within the specific categories noted:

#### ☞ Governance

- Is an autonomous Hispanic community-based/community-focused organization
- Has IRS-designated nonprofit tax-exempt status
- Is financially sound and can provide current, audited financial statements
- Has board of directors' resolution approving NCLR affiliation

#### ☞ Mission

- Has a demonstrated commitment to serving Hispanics
- Has an identifiable Hispanic constituency for which it advocates
- Has goals and objectives compatible with those of NCLR and consistent with NCLR's strategic priorities

#### ☞ Latino Focus

Meets at least **two** of the following criteria:

- Serves and advocates for a constituency that is at least 50% Hispanic
- Has staff/leadership that is at least 25% Hispanic
- Has a board that is at least 25% Hispanic, meets regularly, and is representative of the Latino community/geographic area it serves

#### ☞ Ethics

- Consistent with NCLR's Institutional Values, NCLR requests that applicants adhere to the highest ethical standards of conduct stated herein and in accordance with all local, state, and federal laws. Therefore, each applicant organization should have a formally adopted code of ethics with which all of its trustees, staff, and volunteers are familiar and to which they adhere.

#### ☞ Commitment to Impact

- Demonstrates alignment with NCLR's focus on creating measurable impact in the Latino community. To this end, the applicant must demonstrate how it advances the **ability** and **opportunity** of Hispanics to improve their socioeconomic status.

### EVALUATION CRITERIA

NCLR's Board of Directors will evaluate applications based on the following criteria:

- ☞ Work, as described by the applicant organization
- ☞ Demonstration of effective services provided to the Latino community and an ongoing commitment to addressing concerns and needs
- ☞ Recommendations submitted by NCLR Affiliates, staff, and Board members
- ☞ Relationships with the Affiliate Network and its staff
- ☞ Organization's work as it relates to the work of NCLR
- ☞ Partnerships in the community

### BENEFITS AND RESPONSIBILITIES

Upon affiliation, NCLR commits to providing its General Member Affiliates with:

- ☞ Priority consideration for funding opportunities
- ☞ Access to special information, communications, materials, or services
- ☞ Opportunities for Affiliate promotion
- ☞ Access to NCLR headquarters meeting space in Washington, DC, as available
- ☞ Professional development and networking opportunities
- ☞ Access to group discounts with selected partner agencies
- ☞ Partnership and NCLR clout
- ☞ Benefits at events and functions

Upon affiliation, the General Member Affiliate commits that it will:

#### ☞ Comply with NCLR administrative requirements:

- Payment of an annual fee for General Members based on a sliding scale according to the Affiliate's operational budget; additional fees apply for other categories of affiliation with NCLR
- Recertification of affiliation every three years, including submission of a Memorandum of Understanding (MOU), updated board roster, and most recent financial information
- Notification of any amendments to Affiliate's bylaws or articles of incorporation

☞ **Participate in/attend at least one of the following events each year:** NCLR Annual Conference, Regional Affiliate meetings, National Advocacy Day, public information activities or press events, other identified Affiliate activities

☞ **Cooperate and collaborate with NCLR information requests.**

☞ **Identify membership with NCLR:** Display affiliation on letterhead and other official documents

☞ NCLR and its members shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, citizenship, political affiliation, or other classifications identified and protected by applicable federal, state, or local laws.

### NCLR AFFILIATION PROCESS

STEP 1: Interested organization contacts NCLR for an overview of NCLR's activities and programs.

STEP 2: NCLR establishes if there is a foundation for a mutually beneficial partnership.

STEP 3: Organization acquires affiliation package from NCLR Affiliate Member Services.

STEP 4: Organization applies for affiliation.

STEP 5: NCLR evaluates the application in December, April, or August.

STEP 6: NCLR presents the completed application to the NCLR Board of Directors in February, June, or October.

STEP 7: NCLR notifies the organization of the Board's decision.